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30 JUL 1970

MEMORANDUM FOR: Deputy Director for Science & Technology

SUBJECT : Inspector General's Recommendation Concerning OCS Office Space

1. The Inspector General's Survey of OCS contains several recommendations involving the Support Directorate. One of these recommendations - Recommendation No. 13 - proposes "a thorough study of OCS space needs". The Deputy Director for Support has forwarded this recommendation to the Office of Logistics to participate in a joint study and, subsequent to that action, to take whatever steps possible to satisfy the space needs of OCS, giving due consideration to space availability and other priority requirements.

2. The Office of Logistics would like to initiate an in-depth review of current OCS space requirements, and projected requirements, to the extent possible. The review can be realistic if carried out in conjunction with DD/S&T representatives. An exchange of justifications and space availability details can provide for the maximum possible solution to OCS space requirements.

3. The plan as developed through joint DD/S&T-OL action will be submitted to the DD/S, with justification of any moves or additional space required. A request for approval, in accordance with the expressed instruction of the Director in the meeting of 10 June 1970, will be forwarded to him if new space must be acquired. It is anticipated that some space will be made available through the shifting of offices currently in the Headquarters Building. [redacted] Chief, Logistics Services Division (LSD), OL, and members of his staff will be responsible for making all necessary arrangements to carry out any agreed upon and approved moves. LSD will be supported by [redacted] Chief, Building Planning Staff, OL, who will relate space utilization plans resulting from the review and the accommodating moves to Master Space Plans for the Agency. 25X1 25X1

4. I would appreciate your nomination of officers to participate in this thorough study. It is anticipated that the study will require at least sixty days and will relate to overall DD/S&T space utilization.

[redacted] 25X1

Acting Director of Logistics

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cc: DD/S

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